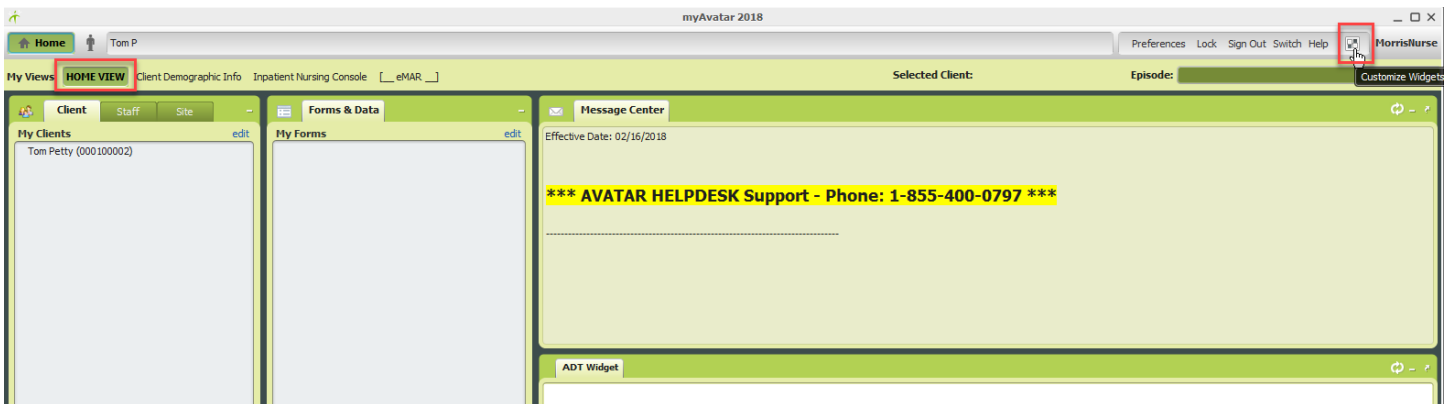MILWAUKEE COUNTY
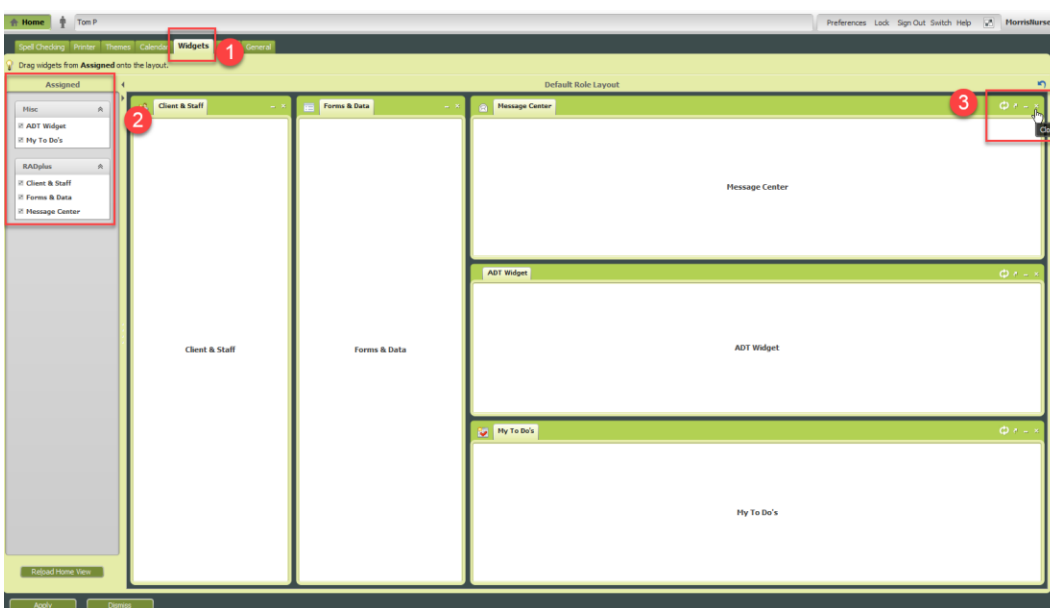**BHD** Behavioral Health Division

myAvatar™

Tips and Tricks

Customizing Home and Chart View- follow these guidelines to customize your Home and Chart View Widgets and make them stick! Don't forget to reset your views when new widgets are added.
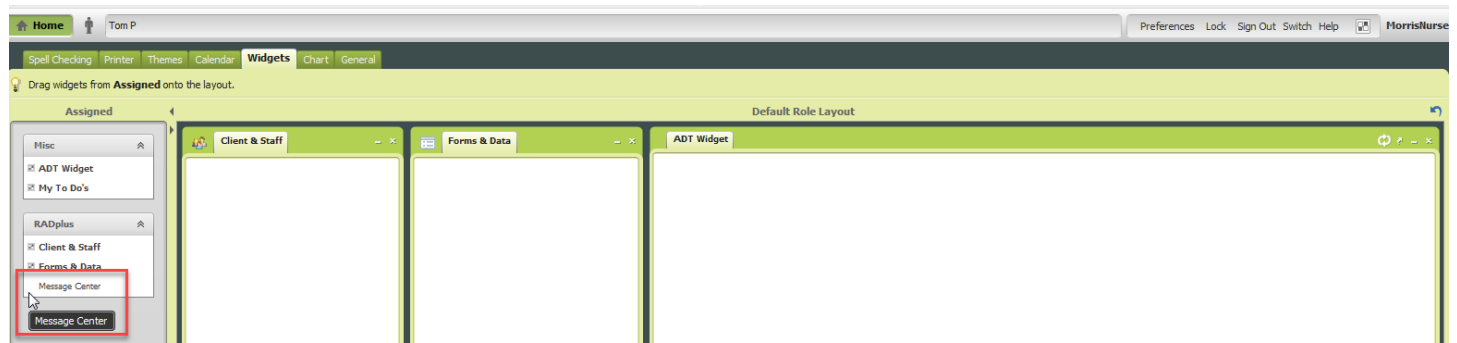
With your Home View selected, click on the checkerboard icon in the upper right-hand side of the screen.
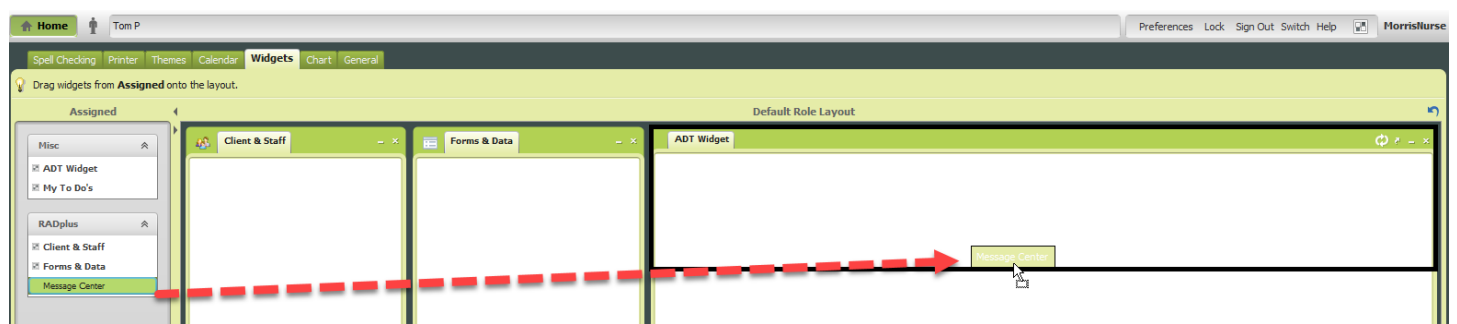

1. The customization window opens defaulted to the Widgets tab.
2. Widgets available for customization are listed along the left (Assigned) panel. In this example, all available widgets are included on the Home View Console. This is indicated by the checkerboard icon before each widget listed.
3. To close a widget, click on the X in the upper right-hand corner of the widget.
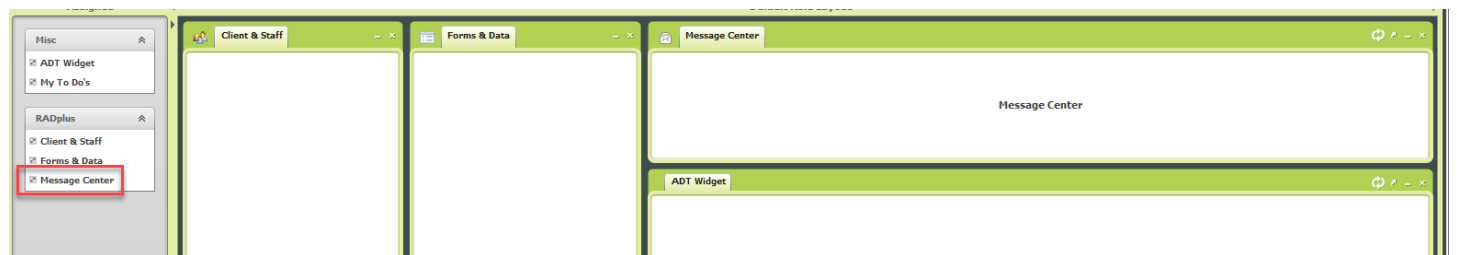
The widget is removed from the console. This is also indicated by 'no' checkerboard icon in front of the widget name.

To add the widget back onto the console, click on the widget name, hold, and drag and drop the widget to the desired location on the console.
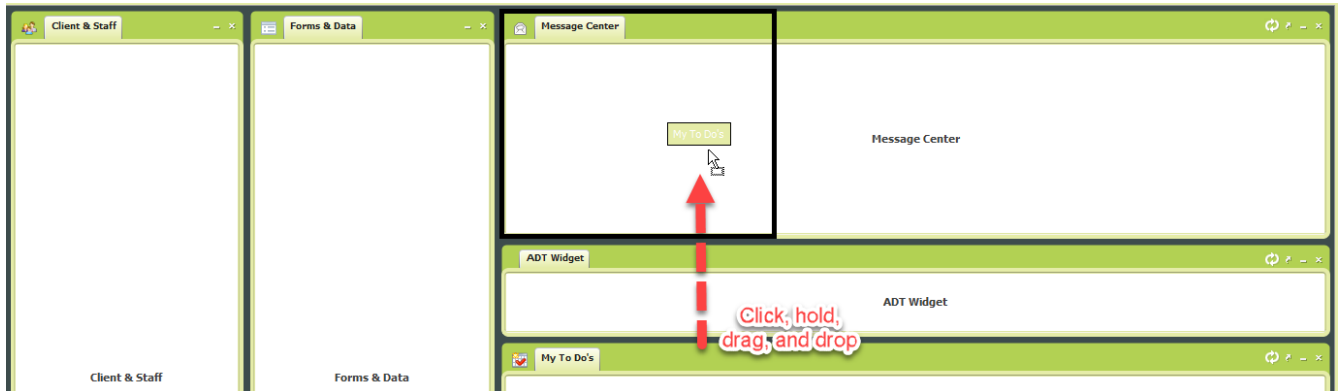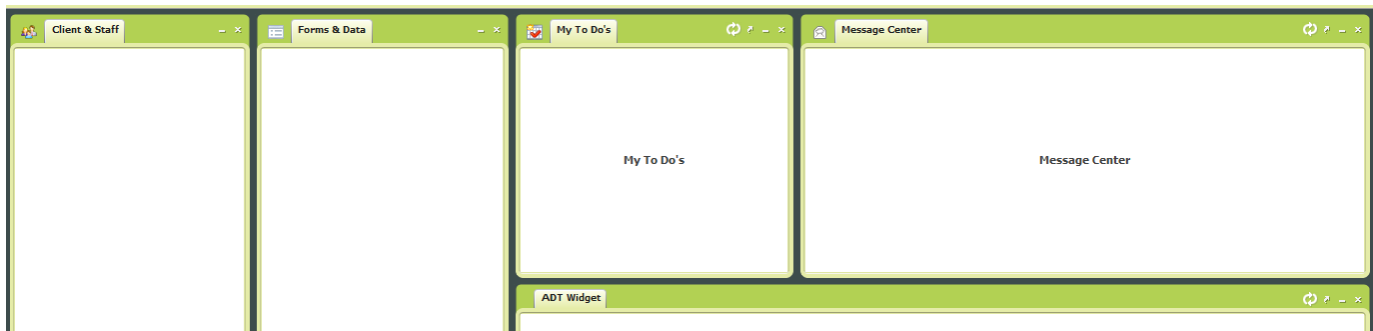

The widget is docked back onto the console.

Widgets can also be re-sized by hovering the mouse over any black border until there is a double arrow. Click, hold and drag the border to re-size the widget as needed.

Widgets can be moved anywhere on the console by clicking on the header bar, holding, dragging and dropping the widget to the desired location.
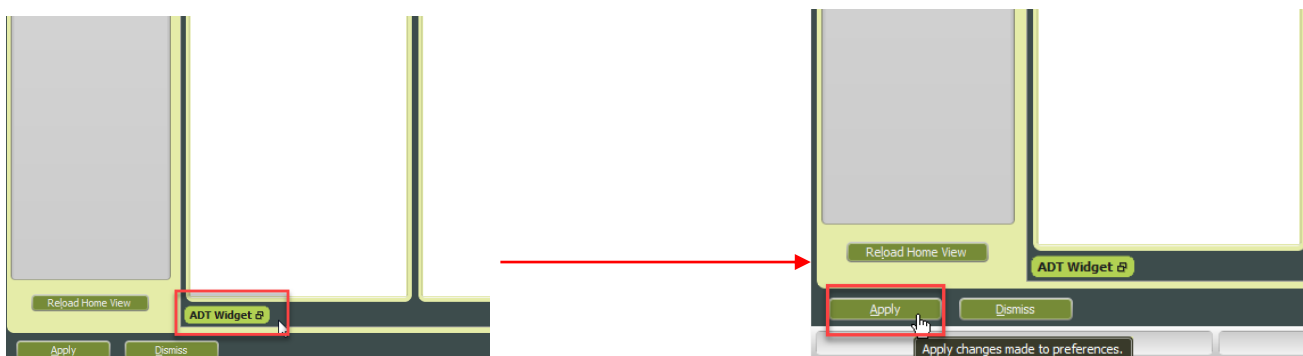

The widget is moved to the new location on the console and can be re-sized as needed.
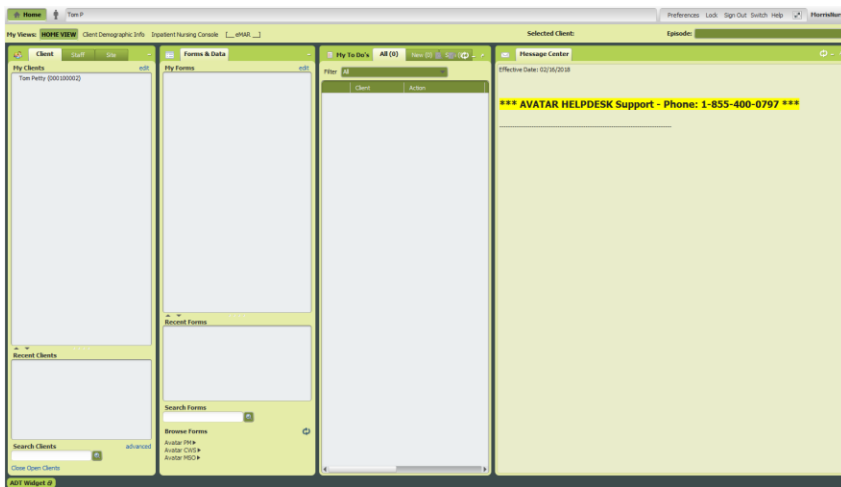

Widgets can be minimized to the bottom of the console and maximized as needed. Click on the minimize icon in the upper right-hand side of the widget.
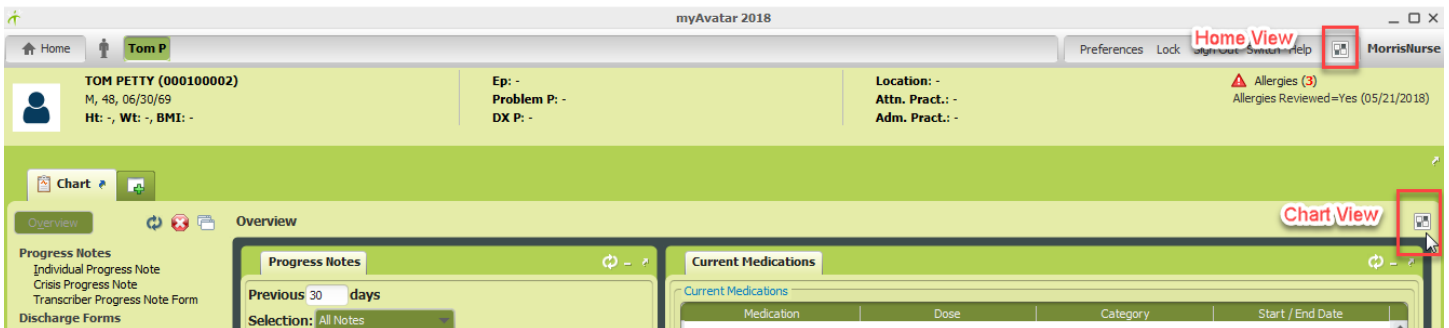

The widget is minimized to the bottom of the console to use as needed. Select Apply to save your changes.

Your new Home View customized with your preferences.

Except for selecting the Chart View checkerboard icon, customizing your Chart View is the same as customizing your Home View.

Important- Views can be changed as needed and reloaded back to the default view. Click on the checkerboard icon, click Reload Home View, click Apply (in Chart View, click on Reload Chart and click Submit).

* When new widgets are added to Home or Chart View, it's important to remember to reload your views to take advantage of the added benefits and functionality.